



MHRH TRAINING OSC

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ONE TEAM, ONE FIGHT, ONE GOAL



PURPOSE

Provide training to new major hand receipt holders (MHRH) or refresher training for current MHRHs regarding your duties and responsibilities



TYPES OF PROPERTY

- **EXPENDABLE-** Consumed in use or merged with another item (I.e. pencils, repair parts, furniture under \$2500.00)
- **DURABLE-** Not consumed but controlled (I.e. hand tools)
- **NON-EXPENDABLE-** All other equipment. Requires documentation in TDA and PBO accountability (I.e. ADPE, forklifts, trucks, generators)



NON-EXPENDABLE

- . An item of army property coded with an ARC of “n” in the Army Master Data File (AMDF)**
- . Requires property book accountability after issue from the stock record account**
- . Commercial and fabricated items are considered non-expendable**



HAND RECEIPT



A signed document acknowledging acceptance of and responsibility for items of property listed thereon that are issued for use and are to be returned.



INVENTORY REQUIREMENTS

- . Annual (100% wall-to-wall)**
- . Quarterly- sensitive items**
- . Monthly- weapons & ammunition**
- . Change of MHRH- when it becomes known that a current (losing) MHRH is leaving, a joint inventory must be conducted.**



HOW TO CONDUCT AN INVENTORY

- . Start with a current hand receipt**
- . Gather all 3161s, turn-ins, issues, etc.**
- . Verify serial number and bar code and report discrepancies to PBO for AAR**
- . Initiate ROS ASAP after loss discovered**



TAKING GOVERNMENT PROPERTY OFF POST

- . If you take government property off post you must have appropriate documentation:**
- . DA FORM 2062, Sub-Hand Receipt**
- . OF 7, Individual Property Pass**



REPORT OF SURVEY

. PURPOSE

- . Document the circumstances concerning the loss of Government property**
- . Document a charge of financial liability against an individual**
- . Provide an individual relief of financial liability**

. RESPONSIBILITY

- . Initiate within 15 days from date of discovery of lost or damage**
- . Provide accurate detail of loss/damage**



REFERENCES

- **AR 710-2- Inventory Management Supply Policy Below the Wholesale Level**
- **AR 735-5- Survey Officer's Guide**



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